

# RIPPOWAM

Corporation

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## PROJECT MANAGER

### Introduction

Rippowam Corporation (RC) seeks a dedicated and mission-oriented Project Manager or Senior Project Manager to join its real estate development and asset management team. RC develops real estate, creates entities to serve as the general partner in public-private real estate transactions, and delivers asset management services to the Charter Oak Communities (COC) portfolio.

The Housing Authority of the City of Stamford (CT), doing business as Charter Oak Communities, established Rippowam Corporation as its wholly-owned subsidiary in 2003. RC is a tax-exempt non-profit organization, designated under 509(a)3 of the IRS code as a supporting organization. To date, Rippowam and Charter Oak Communities have redeveloped or substantially renovated eight subsidized housing developments, creating sixteen developments containing 842 units for low-and moderate-income households, and 151 units of housing with no income restrictions.

The mission of Charter Oak Communities is to provide housing opportunities and human services to enable Stamford residents to thrive. It strives to provide Stamford residents with the ability to live in attractive, affordable housing in cohesive neighborhoods. COC collaborates with local partners to provide residents with services and opportunities to unlock their full human potential.

COC and Rippowam Corporation currently hold a portfolio of 1,537 units of rental housing, at 24 sites in Stamford. COC provides property management, resident services and other related services to residents at 19 of the sites. A contracted property management firm manages five mixed-income sites, providing similar services.

### The Rippowam Team and Current Activities

The Rippowam Team currently includes a President, two Senior Development Managers, a Senior Portfolio Manager, and an Administrative Assistant, who are responsible for planning and executing a wide variety of complex real estate development and asset management initiatives.

Active projects include the redevelopment of Oak Park, a 166-unit State-sponsored family townhouse development, to occur in three phases beginning this summer, plus the conversion of multiple federal public housing developments to Project Based Rental Assistance through the Rental Assistance Demonstration (RAD) and Streamlined Voluntary Conversion (SVC) programs. Rippowam is also managing major capital improvements throughout the portfolio and preparing for investor exits from tax credit partnerships.

### The Project Manager

The Project Manager will serve an integral role within the larger development and asset management Team. Ideally a candidate will have knowledge of construction means and

# RIPPOWAM

Corporation

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methods. They will bring a range of experiences with new construction, renovation, property rehabilitation and capital projects. They will have the ability to work with the Team and manage several projects simultaneously.

The Project Manager will assist the Senior Development Managers and the Senior Portfolio Manager to develop and implement COC/RC's construction objectives, project goals and capital improvements at COC properties. They will establish and maintain strong, positive relationships with COC Property Managers, other operations personnel, and residents. The Project Manager will report to the RC president or their designee, however ongoing direction will be by the Senior RC Managers.

## **Job Responsibilities**

We are seeking a Project Manager who looks forward to being a key part of a cohesive real estate development team. They will work with the Team to ensure that projects are delivered within budget, on time and in accordance with established quality, safety, and service standards. Specific tasks will include the following:

### **Construction**

- Provide a strong onsite presence during building construction, renovation, and capital improvement work
- Deliver support as needed for project cost estimating and final cost certifications
- Assist with review of consultant proposals and contract documents, and
- Assemble documents for funding checklists, applications, exhibits and narratives.

### **Development/Redevelopment**

- Be an active participant in periodic job meetings and report information accordingly
- Participate in resident and land use planning meetings as they relate to project development and construction schedules and plans
- Be on-site as needed to monitor progress, and if problems arise during construction, relocation, or otherwise, advise appropriate RC staff immediately
- Review and recommend furniture, fixtures, and equipment (FFE) selections provided by contractor and architect
- Assist in the review of project documents that require owner input, and file project documentation in appropriate project folders.
- Assist in the preparation and review of construction related information for quarterly reports to lender/investors, Connecticut Housing Finance Authority (CHFA), Department of Health (DOH) and others.

### **Asset Management**

- Assist in coordinating capital planning and managing capital improvement projects
- Assist in determining capital needs across the portfolio and create ongoing long-term projections describing scope of work and estimated costs

# RIPPOWAM

Corporation

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- Create and assist in building reporting and tracking systems for capital items and cycle replacement items, and
- Support the asset management function in construction related activities designed to safeguard the portfolio.

## Miscellaneous

- Complete special projects assigned by Rippowam Corporation Senior Management.

## Qualifications

The Project Manager will bring excellent communication, leadership, and construction management skills. They will maintain effective relationships with Rippowam Corporation Development Managers and Portfolio Manager, and consultants including architects, engineers, subcontractors, suppliers, field staff, and regulatory personnel.

### **The Project Manager will bring many of the following skills and experiences:**

- Working knowledge of multifamily construction and project management principles
- Experience overseeing large scale residential development projects preferred
- Ability to assist multiple project and portfolio managers and manage multiple, complex projects and tasks simultaneously, while meeting deadlines and budgeting requirements
- Strong interest in affordable housing, community development, and Rippowam Corporation's diverse work activities
- Experience ensuring vendor accountability for decisions, actions, and results
- An ability to communicate effectively orally and in writing with people from a broad range of backgrounds
- Self-starter who is mission driven and enjoys working with a united team
- A minimum of five years of experience in design or construction project management, real estate development and/or affordable housing with progressive increases in responsibility
- A bachelor's degree in construction management, architecture, engineering, real estate development, affordable housing, or a related field, or the equivalent in additional work experience
- Comfort reviewing construction budgets and preparing financial reports, and
- Proficiency in Microsoft Office skills and Adobe PDF software.

## Salary and Benefits

- Salary range for this full time position is from \$95,000 to \$130,000 depending on skills and experience.
- After six (6) months of successful employment, this role may be eligible for a hybrid schedule.
- COC/RC offers excellent benefits including paid vacation and time off, comprehensive medical and dental plans, and contributions to a 401k.
- We provide a family-like work culture, wellness activities and team building experiences.
- COC/RC is committed to ongoing learning, development, and professional advancement.

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## **Application Process**

Submit a cover letter outlining your experience and qualifications and a resume as one document to [rippowampm.annsilverman.com](mailto:rippowampm.annsilverman.com). Questions should be addressed to [jobs@annsilverman.com](mailto:jobs@annsilverman.com). RC/COC seeks to fill this position by the fall of 2024 if not before.

**Note:** If you have a strong interest in this position but do not have all the stated qualifications, please indicate in your cover letter what motivates you to apply and how you would propose to build your skills while in the position.

## **Equal Opportunity Employer**

COC and RC are deeply committed to sustaining a workplace and global community where inclusion is not only valued but prioritized. We are proud to be an equal opportunity employer, seeking to create a welcoming and diverse environment. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, family status, marital status, sexual orientation, national origin, genetics, neurodiversity, disability, age, or veteran status, or any other non-merit based or legally protected grounds.

## **Requirements of Employment**

All employees must successfully pass pre-employment background checks.  
COC/RC has a COVID 19 vaccination mandate.